

**THE RETIREMENT SYSTEMS  
OF ALABAMA**

**INVITATION TO BID**

For:

**LIVE SPRING FLOWERS**

Agency Contact:

Edward Davis (334) 517-7130

Invitation to Bid No.: **09-010**

Mandatory Pre-bid Conference:

DATE: N/A

Bids Must be Received Before:

DATE: March 23, 2009 TIME: 5:00 PM

Bids Will be Publicly Opened

DATE: March 24, 2009 TIME: 10:00 AM

**TO BE COMPLETED BY VENDOR**

INFORMATION IN THIS SECTION SHOULD BE PROVIDED AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1) DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER.

2) TERMS: \_\_\_\_\_ (DISCOUNTS WILL BE CONSIDERED IN THE BID EVALUATION AND WILL BE TAKEN WITHOUT REGARD TO DATE OF PAYMENT).

3) PRICES VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.

4) VENDOR'S QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_ (THIS NUMBER WILL APPEAR ON PURCHASE ORDER)

5) FEDERAL EMPLOYER ID. NO. (IF NO FEIN, ENTER SSN) : \_\_\_\_\_

6) E-MAIL ADDRESS: \_\_\_\_\_ INTERNET WEBSITE: \_\_\_\_\_

**RETURN INVITATION TO BID:**

**REGULAR MAIL**

RETIREMENT SYSTEMS OF ALABAMA  
P.O. BOX 302150  
MONTGOMERY, ALABAMA 36130-2150

**COURIER**

RETIREMENT SYSTEMS OF ALABAMA  
201 SO. UNION STREET, SUITE 574  
MONTGOMERY, ALABAMA 36104-4369

**SIGNATURE AND NOTARIZATION REQUIRED**

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

**Sworn to and subscribed  
before me this**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE (INK)

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TYPE / PRINT AUTHORIZED NAME

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PHONE INCLUDING AREA CODE

\_\_\_\_\_  
FAX NUMBER

## **BID RESPONSE INSTRUCTIONS**

- **READ ALL TERMS, CONDITIONS AND SPECIFICATIONS**
- Label your bid response envelope with the **BID NUMBER** and **OPENING DATE**. Bids not identified may be rejected.
- Submit your bid on time. **ALL LATE BIDS WILL BE REJECTED**. The Retirement Systems of Alabama assumes no responsibility for bid responses that are late due to the U.S. Postal Service, private courier service, or any other reason.
- **Bid responses must be signed and notarized**. Signatures must be original, hand-written.
- Bid pricing should be submitted on a pricing sheet(s) in a format consistent with the requested information.
- Any errors or corrections to a bid response should be initialed.
- Delivery date may be considered a factor in determining an award.
- Any questions or clarifications concerning this bid should be directed to Edward Davis at (334) 241-0661. Bidders should only consider written information provided by RSA Office Services when completing this bid.
- **STATE LAWS:** All bidders are responsible for compliance with all laws and Executive Orders and opinions of the Attorney General of Alabama before doing business with a State Agency.
- The Retirement Systems of Alabama is exempt from paying Federal Excise Tax, state and local sales tax.

**RETIREMENT SYSTEMS OF ALABAMA  
ITB 09-010  
LIVE SPRING FLOWERS**

**PURPOSE**

The purpose of this invitation to bid is to select a qualified vendor from which to purchase live spring flowers for Retirement Systems of Alabama properties.

**BASIS OF AWARD**

The bid shall be awarded on an “all or none” basis to the lowest priced bidder meeting all specifications, terms, and conditions. RSA reserves the right to reject any or all bids.

**RESPONSIVE BIDDERS**

The awarded bidder shall be required to submit certification as required by the State of Alabama stating that the awarded bidder is appropriately registered to collect and remit state and local sales, use and lease taxes on all its sales and leases into the State of Alabama. Accordingly, each bid submitted must include certification that the bidder is not barred from bidding for or entering into a contract under Act 2006-557 and that the bidder acknowledges that the RSA may declare any contract awarded from this ITB void if the certification completed by the awarded bidder is false (**certification attached**).

The awarded bidder will be required to complete a Vendor Disclosure Statement as required by Act 2001-955 (**copy attached**).

Awarded bidder must be properly licensed/certified by the Department of Agriculture and Industries. Proof of license/certification must be submitted upon request.

**BID OPENING**

Bids will be publicly opened at **10:00 AM March 24, 2009**. The bid opening will be held in Room 517 of the RSA Headquarters Building located at 201 South Union Street, Montgomery, Alabama.

**DELIVERY**

Delivery terms are FOB Destination, 100 Monroe Street, Montgomery, Alabama 36104. The term FOB Destination shall mean delivered and unloaded at the RSA Tower Parking Deck at 100 Monroe Street, Montgomery, Alabama 36104. Delivery must be made no later than May 4, 2009.

**PRICING**

Freight charges must be included in bid price. No additional charges beyond those specifically delineated herein shall be allowed.

**QUALITY**

Plants shall be “viable” as defined in Code of Alabama Section 2-25-13.1.

The basic requirements of viable nursery stock or viable plants are as follows:

- (1) They must be free of physiological and pathological defects to the extent that all essential parts may function normally.
- (2) The root system must have adequate roots or the ability to produce them to support normal performance of all essential parts of the plant. The root system must be adequately protected to prevent excessive loss of moisture while in storage and transit.
- (3) The trunk and branches must be capable of transporting fluids throughout the plant and be free from any infirmity of a permanent nature which would interfere with this function. Any damaged branches must be capable of being pruned without seriously deterring growth of the plant.
- (4) The leaves must be capable of performing essential manufacturing functions, such as photosynthesis. In the case of deciduous plants, when void of leaves, they must have the ability to put out new leaves capable of functioning normally

**ITB 09-010  
PRICE SHEET**

<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Ext. Price</u></b>
<b>Caladium Aaron</b> , 4" pot, 10 pots per flat	116 flats	_____	_____
<b>Begonia Senator Pink</b> , 3.25" pot, 18 pots per flat	33 flats	_____	_____
<b>Alternanthera Chartreuse</b> , 3.25" pot, 18 pots per flat	33 flats	_____	_____
<b>Caladium Red Flash</b> , 4" pot, 10 pots per flat	155 flats	_____	_____
<b>Fountain Grass Purple</b> , Gallon pot,	62 ea.	_____	_____
<b>Begonia Dragonwing Red</b> , 5" pot, 8 pots per flat	38 flats	_____	_____
<b>Lantana Lucky White</b> , 5" pot, 8 pots per flat	5 flats	_____	_____
<b>Rosemary Huntington Carpet</b> , 4" pot, 10 pots per flat	3 flats	_____	_____
<b>Dichondra Silver Falls</b> , 4" pot, 10 pots per flat	8 flats	_____	_____
<b>Cordyline Red Comet</b> , 5" pot, 8 pots per tray	2 flats	_____	_____
<b>Rudbeckia Indian Summer</b> , 5" pot, 8 pots per tray	2 flats	_____	_____
<b>Scaveola Blue Fan</b> , 5" pot, 8 pots per flat	8 flats	_____	_____
<b>Setcreasia Purple Heart</b> , 3.25" pot, 18 pots per flat	22 flats	_____	_____
<b>Asparagus Fern</b> , 5" pot, 8 pots per flat	2 flats	_____	_____
<b>Lantana New Gold</b> , 3.25" pot, 18 pots per flat	15 flats	_____	_____

<b>Caladium Carolyn Whorton</b> , 4" pot, 10 pots per flat	10 flats	_____	_____
<b>Scaveola White</b> , 5" pot, 8 pots per flat	2 flats	_____	_____
<b>Lantana Purple Trailing</b> , 3.25" pot, 18 pots per flat	8 flats	_____	_____
<b>Begonia Dragonwing Pink</b> , 5" pot, 8 pots per flat	66 flats	_____	_____
<b>Coleus Meandering Linda</b> , 3.25" pot, 18 pots per flat	13 flats	_____	_____
<b>Hibiscus Panama Red</b> , Gallon pot	24 ea.	_____	_____
<b>Vinca Cora Mix</b> , 3.25" pot, 18 pots per flat	35 flats	_____	_____
<b>Alternanthera Royal Tapestry</b> , 5" pot, 8 pots per flat	44 flats	_____	_____
<b>Perilla Magilla</b> , 5" pot, 8 pots per flat	8 flats	_____	_____
<b>Elephant Ear Green</b> , Gallon pot	12 ea.	_____	_____
<b>Begonia Super Olympia Rose</b> , 3.25" pot, 18 pots per flat	10 flats	_____	_____
<b>Caladium Garden White</b> , 4" pot, 10 pots per flat	13 flats	_____	_____
<b>Sweet Potato Marguerite</b> , 3.25" pot, 18 pots per flat	3 flats	_____	_____
<b>Fountain Grass Fireworks</b> , Gallon pot	32 ea.	_____	_____
<b>Coleus Oxblood Red</b> , 3.25" pot 18 pots per flat	24 flats	_____	_____
<b>Petunia easy Wave Pink</b> , 3.25" pot, 18 pots per flat	2 flats	_____	_____
<b>Lantana Lucky Lemon Cream</b> , 5" pot, 8 pots per flat	2 flats	_____	_____
<b>Pentas Butterfly Lavender Shades</b> , Gallon pot	114 ea.	_____	_____

<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Ext. Price</u>
<b>Pentas Butterfly Blush</b> , Gallon pot	122 ea.	_____	_____
<b>Impatiens Fanfare Orchid</b> , 5" pot, 8 pots per flat	26 flats	_____	_____
<b>Coleus Kong Salmon Pink</b> , 5" pot, 8 pots per flat	6 flats	_____	_____
<b>Ornamental Pepper Chilly Chili</b> , 5" pot, 8 pots per flat	3 flats	_____	_____
<b>Fountain Grass Green</b> , Gallon pot	12 ea.	_____	_____
<b>Cordyline Purple Sensation</b> , 5" pot, 8 pots per flat	4 flats	_____	_____
<b>Coleus Henna</b> , 4" pot, 8 pots per flat	32 flat	_____	_____
<b>Impatiens S.E. Parfait Mix</b> , 3.25" pot, 18 pots per flat	9 flats	_____	_____
<b>Juncus Blue Arrow</b> , 5" pot, 8 pots per flat	4 flats	_____	_____
<b>Begonia Senator Mix</b> , 3.25" pot, 18 pots per flat	15 flats	_____	_____
<b>Caladium White Queen</b> , 4" pot, 10 pots per flat	62 flats	_____	_____
<b>Impatiens Dazzler Merlot Mix</b> , 3.25" pot, 18 pots per flat	22 flats	_____	_____
<b>Coleus Gays Delight</b> , 3.25" pot, 18 pots per flat	7 flats	_____	_____
<b>Angelonia Angelmist Lavender</b> , 5" pot, 8 pots per flat	13 flats	_____	_____
		<b>GRAND TOTAL</b>	<b>\$ _____</b>

# **Retirement Systems of Alabama**

## **VENDOR CERTIFICATION**

(Required by Act 2006-557)

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. **BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557**, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

I hereby attest that \_\_\_\_\_ is appropriately registered to collect and  
(company name)  
remit sales, use and lease tax on all its sales and leases into the State of Alabama and is not barred from bidding for or entering into a contract under ACT 2006-557. I hereby acknowledge that the RSA may declare any contract awarded from this ITB void if this certification is false.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Witness**



# State of Alabama

## Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM:

ADDRESS:

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD:

Retirement Systems of Alabama

ADDRESS:

201 S. Union Street, Montgomery, AL 36104

334-517-7130

CITY, STATE, ZIP

TELEPHONE NUMBER:

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

State Agency/Department	Type of Goods/Services	Amount Received
-------------------------	------------------------	-----------------


Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

State Agency/Department	Date Grant Awarded	Amount of Grant
-------------------------	--------------------	-----------------


1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Public Official/Employee	Address	State Department/Agency
----------------------------------	---------	-------------------------


2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Family member	Address	Name of Public Official/ Public Employee	State Department/ Agency Where Employed
--------------------------	---------	---	--

---



---



---

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

---



---



---

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

---



---



---

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

Name of Paid Consultant/Lobbyist	Address
----------------------------------	---------

---



---



---

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

Signature	Date
-----------	------

Notary's Signature	Date	Date Notary Expires
--------------------	------	---------------------

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*